



**TOWN OF HARRISON
VILLAGE OF HARRISON**
ALFRED F. SULLA, JR. MUNICIPAL BUILDING
BUILDING DEPARTMENT
1 HEINEMAN PLACE
HARRISON, NEW YORK 10528



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APPLICATION INSTRUCTIONS:

All plans must be signed and sealed by a NY Licensed design professional. All residential plans submitted to the Town/Village of Harrison Building Department must be submitted on paper 24" x 36" or smaller.

ALL applications must be accompanied by the required application fee and CO fees (if applicable) and the following:

PERMIT TYPE

CATEGORY A:

Applications must be accompanied by a survey, and three sets of drawings. Application gets referred to the Engineering Department for Land Development approval, once reviewed for Zoning Compliance by Building Department. Application also gets referred to the Architectural Review Board for approval, see ARB requirements below.

CATEGORY B:

Applications must be accompanied by a survey, and three sets of drawings. Application gets referred to the Engineering Department for Land Development approval, once reviewed for Zoning Compliance by Building Department. Does not get referred to Architectural Review Board.

CATEGORY C:

Applications must be accompanied by a survey, and three sets of drawings where applicable. Does not require Engineering Department Approval. Does not get referred to Architectural Review Board.

CATEGORY D:

Requires cut-off letters from utility companies, asbestos report, and abatement report if applicable. Does not require Engineering Department Approval. Does not get referred to Architectural Review Board.

CATEGORY E:

Gets referred by Building Department for ARB approval, see ARB requirements.

ARB REQUIREMENTS:

An additional eight sets of Drawings, 11" x 17", are required to be submitted with your application. Photographs of the subject property and at least 2 adjacent or nearest structures must be provided to the Board at the meeting when the plans are reviewed.

Architectural Review Board Meetings are held on the Second Tuesday of each month at the Municipal Building, 1 Heineman Place, Harrison, New York at 7:30pm. The Applicant or representative must attend the meeting.

Submission deadline is Monday of the week before the ARB meeting.

Architectural Review Board approval DOES NOT constitute building permit approval. Permits must be obtained from the Building Department.

****IMPORTANT NOTICE** The Building Department reserves the right to require a final as-built survey on the following permit types:** New Construction; additions; new accessory structures including sheds, decks, pools and sports courts; fences, walls; and new and altered driveways.